Step 4: Add Family Members/Dependents/ Beneficiary

1. Click Edit to review/change your family members, dependents, and beneficiaries.

   NOTE: The employee cannot update information to existing dependents but if needed, can add members that were previously not saved into the system.

   Adding members at this step does not automatically add them to insurance or health plans.

   All dependents must have SSN and Date of Birth to attach them to a health plan.
2. To add a new Spouse (if one does not exist), Child, or Other Beneficiary click the applicable button. For example, New Child.
3. Click Edit to make changes to existing members.
4. After you complete the changes or additions, click Review to verify.
5. If you are satisfied, click Save.
6. Click the Step 5 link.

Step 5: Smoker Status or Cross Referenced Spouse

1. **Employee smoker status:** Select this if you have smoked in the past 2 months.

   Cross-reference payment option: If you wish to end, start or change a health insurance plan cross-reference payment option, complete a paper health enrollment application and submit to your HR office or Insurance Coordinator. Continue with enrollment process (steps 6-7) to enroll in a FSA(s).

2. After you complete the changes, click Review to verify.
3. If you are satisfied, click Save.
4. Click the Step 6 link.

Step 6: Authorization and Certification

1. Read the entire page before proceeding to the next step.
2. Click the Step 7 link.

Step 7: Enroll

1. Your eligible benefit options will display.

   NOTE: If you already have coverage, those selections will be in place by default, except for Flexible Spending Accounts which need to be renewed on an annual basis.

   If a plan already exists (such as a medical selection) click the Edit Plan button review or modify the selection.

Offer for Medical

CW Standard PPO	
CW Capitol Choice	You are currently enrolled in this plan.
CW Optimum PPO	
CW Maximum Choice	
Waive Coverage with HRA	
Waive Coverage without HRA	
Forced Waiver NO HRA	
Waiver Dental/Vision Only HRA	

2. All the eligible plan offerings for you display.
3. Select a plan, then select coverage level.

   NOTE: if no changes to the plan or dependents are needed, click the previous step button.

4. Click Select Dependents to select the family members / dependents that should be included in the plan.
5. Click Add Plan to Selection.

   NOTE: If the family member / dependent is not present, go to step 4 to add.
6. To Add FSA (if applicable) click on the radio button next to Enroll under Medical FSA and click Add Plan.
7. Enter the amount to contribute for the year.
8. Click Add Plan to Selection.

   NOTE: If Dependent care FSA is desired the same steps can be taken to enroll in Dependent care FSA.

   If you wish to remove a plan selection, select the radio button next to the plan, then click Remove Plan.
9. Click Review Enrollment to review the selections.
10. If you are satisfied, click Save.
11. Click **Print New Plan Selections** to display the confirmation form with all the plan selections, costs, and disclaimers in PDF form that can printed for permanent record purposes.
12. Right Click on the document and select print to bring up your local printer options (Ctrl-P is an alternative command).

At this point the Open Enrollment Process is finished. You may review other options in the KHRIS system or log off.

KENTUCKY EMPLOYEES' HEALTH PLAN

Passive Enrollment

October 8 to October 26, 2012

Log in to KHRIS ESS

1. Open Internet Explorer and access: **https://KHRIS.ky.gov**

   NOTE: You may also access ESS through kehp.ky.gov by clicking on the **Your KHRIS Online Access** link.

Current KHRIS ESS User:

2. Type your **User ID** and **Password**.
3. Click Log on.

OR

New KHRIS ESS User:

2. Click the **New User/Reset Password** link.
3. *Employee ID* – Type your current employee ID number.
4. Click Validate.
5. For security purposes, you must provide the following information: *Last Name*, *Zip Code*, *Date of Birth, and Social Security Number*.
6. Click Authenticate.
7. If your information has been validated, a temporary password displays.
8. Click Exit.
9. Type your **User ID** and **Temporary Password**.
10. Click Log on.
11. You will now be prompted to change the temporary password.
    a. *Old Password* – Type your temporary password created in step 7.
    b. *New Password* – Create a new password.

Password Rules:
Must use at least 8 alphanumeric characters.
Must contain at least 1 number, 1 uppercase letter, and 1 special character.

    c. *Confirm Password* – Type the new password again.

12. Click Change.
13. Click **Open Enrollment** on the left to elect coverage for the 2013 plan year.

NOTE:

If you lose your User ID or accidentally lock yourself out of the system, please contact your Insurance Coordinator or call the KEHP ID Hotline at **(877) 741-7017**.

The KEHP ID Hotline will be available starting October 8.

Your User ID can only be given to you. It cannot be provided to anyone other than you.

KHRIS ESS will not be available:

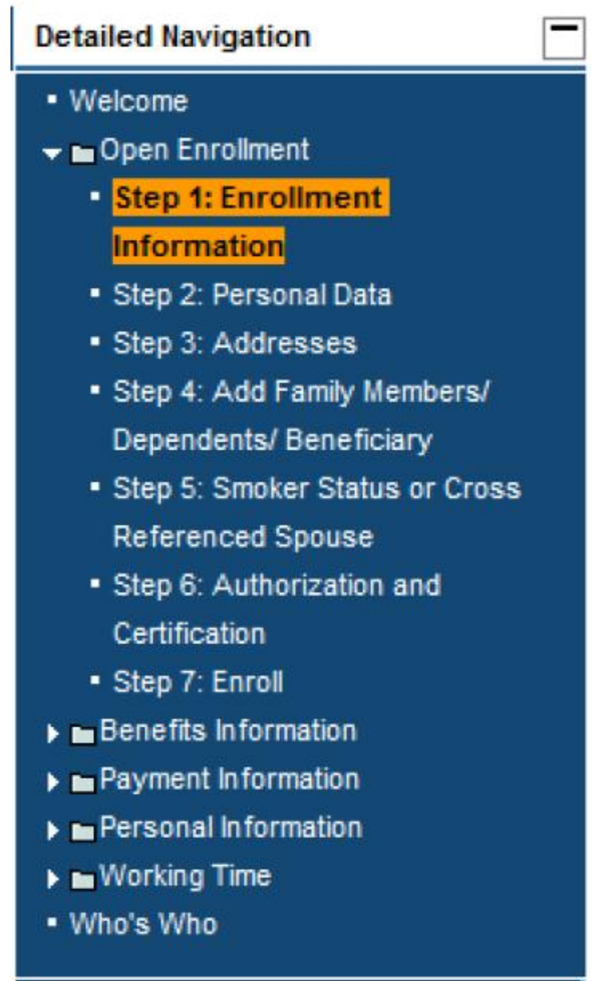
8 p.m. ET to midnight on October 19

or

6 p.m. ET on October 22 to 7 a.m. ET on October 23.

During these times, you will not be able to enroll online.

Employee Self Service Center



1. Click the **Open Enrollment** link to expand steps and display the menu items.

Step 1: Enrollment Information

1. Review theOverview for Open Enrollment.

Step 2: Personal Data

1. Click Edit to review/change your personal data.

   NOTE: For Commonwealth Paid Employees there is an option to update Race, for Non Commonwealth Paid Employees this is a read only screen. In both cases if any information that is read only is incorrect the Employee will need to contact the Insurance Coordinator or HR Administrator to change the information.
2. After you complete the changes, click Review to verify the changes.
3. If you are satisfied, click Save.
4. Click the Step 3 link.

Step 3: Addresses

1. Click Edit to review/change your permanent address, email, and phone numbers.
2. After you complete the changes, click Review to verify the changes.
3. If you are satisfied, click Save.
4. Click the Step 4 link.